

## **BOARD OF ACCOUNTANCY MEETING MINUTES**

Meeting Date: September 4, 2013  
Meeting Location: Kennebec Room, Gardiner, Maine  
Time Meeting Began: 8:00 a.m.

### **Roll Call of Officers:**

The following members were present:

Tracy Harding  
Carl Chatto  
Michael Nickerson (arrived after the start of the meeting)  
Brian Perkins  
Geoffrey Gattis

### **Staff Present:**

Catherine Carroll, Board Administrator

### **AAG Present:**

Robert Perkins

Tracy Harding called the meeting to order. Welcome Carl Chatto.

### **Election of Board Chairman**

A motion was made to elect Tracy Harding as Chairman of the Board.

Motion: Brian Perkins  
Second: Geoffrey Gattis  
Absent: Mike Nickerson  
Unanimous

### **Board Meeting Minutes**

A motion was made to accept the July 17, 2013 minutes with the following amendments. Page 1, "Other Business", Paragraph 1, Last Sentence - replace "*peer review reports*" with "peer review process". Page 3, "2012-ACC-7971 Hearing", Last Paragraph, First Sentence – replace "*running concurrently*" with "consecutively". Page 3, "2012-ACC-7971 Hearing", Last Sentence – replace "*within 90 days of the signed D&O*" with "within 90 days of the beginning of the probation period".

Motion: Brian Perkins  
Second: Geoffrey Gattis  
Absent: Mike Nickerson  
Abstained: Carl Chatto  
Carried

### **Other Business**

Catherine Carroll reported on the status of recruiting a Board Clerk and that license renewal reminders were mailed at the beginning of August.

### **Chapter 5 Adoption**

Catherine Carroll provided a brief statement on the juncture the Board is at with giving final adoption of the new rules. Bob Perkins explained the Attorneys General Office's (AG) review process before and after a rule adoption.

Board members acknowledged and accepted the Board's response to public comment document.

A motion was made to adopt the changes to Chapter 5.

Motion: Brian Perkins  
Second: Geoffrey Gattis  
Unanimous

### **Complaint Presentations**

2013-ACC-9048 – Bob Perkins presented the complaint and recommended that the complaint be dismissed as it appeared to be a billing dispute and not a violation of the Board's rules. The Board perceived the complaint to be about the service fee, itself, and that there was no apparent problem with the conduct of the licensee. A motion was made to dismiss the complaint.

Motion: Geoffrey Gattis  
Second: Brian Perkins  
Unanimous

2013-ACC-9314 – Bob Perkins presented the complaint regarding objections to a billing rate, the lack of response in communication that occurred after the complainant had terminated services with the respondent, and delays in delivery of services. The Board discussed the elements of the complaint and members asked Bob to further investigate the details presented in the case. Specifically, the Board requested, among others, to further investigate on the allegations on the timeliness of filing, the question of the filing as a formal compilation or trust accounting, whether the licensee was required to make an opinion letter, whether there was a clear assignment of probate accounting, whether there was an explicit timeline and due date established, and whether the licensee needed to conform to a formal format.

A motion was made to have the AG's office obtain more information on the allegations presented in the complaint, and to allow the respondent an opportunity to answer to the August 9, 2013 letter from the complainant.

Motion: Brian Perkins  
Second: Carl Chatto  
Unanimous

### **Other Business**

Tracy Harding proposed passing a resolution for Peter Chandler and Robert Jackson's devoted service and contributions for many years while serving as members of the Board. A motion was made to have Tracy and Catherine Carroll coordinate issuing a proclamation on behalf of the Board.

Motion: Brian Perkins  
Second: Geoffrey Gattis  
Unanimous

Brian Perkins requested considering meeting for business on Tuesdays rather than on Wednesdays effective beginning in 2014. No one objected to the proposed change. Catherine will develop a 2014 calendar to comport with Brian's request.

### **Adjournment**

The meeting adjourned at 9:30AM